



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

October 27, 2021
NOTICE OF JOB VACANCY
#21-380

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Law, for applicants who meet the requirements specified below:

TITLE: Assistant Attorney General

SALARY: \$116,000.00

LOCATION: Division of Law
Appellate Practice Group
Richard J. Hughes Justice Complex
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Assistant Attorney General in charge of the Appellate Practice Group and/or the Director or Deputy Director of the Division of Law, assist in the oversight and management of the Appellate Practice Group, including supervising, evaluating, strategizing, analyzing and reviewing all aspects of an appeal from inception through motion practice, briefing and oral argument; serve as a resource to Deputy Attorneys General assigned to represent the clients involved in appeals across all the Division's Practice Groups; may be assigned complex appellate matters for briefing and argument; provide training on appellate practice, writing skills and oral argument presentation; will perform other duties as assigned.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice as an Attorney at Law in the State of New Jersey is required.

EXPERIENCE: Four (4) years of professional legal experience as an attorney at law of the State of New Jersey in the area of the specialty or, three (3) years of professional legal experience as an attorney for State or Federal administrative agencies, which shall have involved a significant amount of the specialized legal work, or, two (2) years of unique specialized legal experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PREFERENCE: Preference will be given to applicants with demonstrated experience representing clients before the New Jersey Supreme Court and Appellate Division and who possess experience in all aspects of appellate practice and procedures in state and federal court.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If qualified, applicants must complete a Division of Law attorney application for employment, found at www.nj.gov/oag/dol-hiring. While completing the application you will be instructed to upload supporting documents including but not limited to: a resume, cover letter indicating interest in vacancy #21-380, a copy of your Certificate of Good Standing with the Supreme Court of New Jersey, a legal writing sample (unedited by others), a copy of your unofficial law school transcripts (self-prepared transcripts are not accepted), and an Affirmative Action form. All items must be submitted together, in one package, on or before the closing date of November 27, 2021.

Current Division of Law employees need only submit a resume and cover letter to:

DOL.Applicant@law.njoag.gov

Current DOL employees must indicate #21-380 – AAG, Appellate Practice Group in the subject line.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

